

STATE OF SOUTH CAROLINA  
**State Budget and Control Board**  
GENERAL SERVICES DIVISION

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1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
(803) 737-3880

M. RICHBOURG ROBERSON  
DIRECTOR

January 28, 2008

Dear PROPERTY OWNER OR AGENT:

The S.C. Department of Motor Vehicles is seeking office space in York County. Attached is a summary of requirements (solicitation and lease criteria form). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

**All proposals must be received in the Real Property Services office on or before 5:00 p.m., February 8, 2008, in duplicate.**

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, the agency will contact you to schedule a meeting and view the property. The agency and Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or his agent must have submitted to Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edgar W. Dickson'.

Edgar W. Dickson  
Director  
Real Property Services

EWD/jlm  
Enclosure

## REQUEST FOR LEASE PROPOSAL

ISSUE DATE: JANUARY 28, 2008  
STATE AGENCY NAME: S.C. DEPARTMENT OF MOTOR VEHICLES  
RETURN PROPOSALS TO: DELAINE S. DUCKWORTH  
GENERAL SERVICES DIVISION  
REAL PROPERTY SERVICES  
1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
PHONE: (803) 737-0783 FAX: (803) 737-0689

PROPOSAL DUE: FEBRUARY 8, 2008

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED IN DUPLICATE. PROPOSALS MAY BE FOR PROPERTY WHICH MAY OR MAY NOT REQUIRE BUILDING ADDITIONS OR IMPROVEMENTS. PROPOSALS MAY BE FOR PLANNED CONSTRUCTION WHEREBY PROPOSER, ON THE DATE OF ISSUE, BY DEED, CONTRACT, OR OPTION, CONTROLS A SPECIFIC SITE AND HAS A SITE PLAN WHICH DEPICTS PARKING AND BUILDING DIMENSIONS; HOWEVER NO BUILD-TO-SUIT OR DESIGN/BUILD PROPOSALS MAY BE SUBMITTED. ANY PROPOSAL FOR PLANNED CONSTRUCTION MUST INCLUDE A COPY OF THE SITE DEED, CONTRACT OR OPTION AND THE SITE PLAN. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

### LEASE CRITERIA

RENTABLE AREA (SF): 6,147 (approx.)

NUMBER OF EMPLOYEES: 29

COUNTY: York

RATE (SQ FT): \$12.00 - \$18.00 (including operating expenses)

PROPOSED USE: DMV Office

PREFERRED LOCATION: Within 15 miles of current location -1070 Heckle Blvd., Rock Hill, SC 29732. Must be within York County. (See Attached Map)

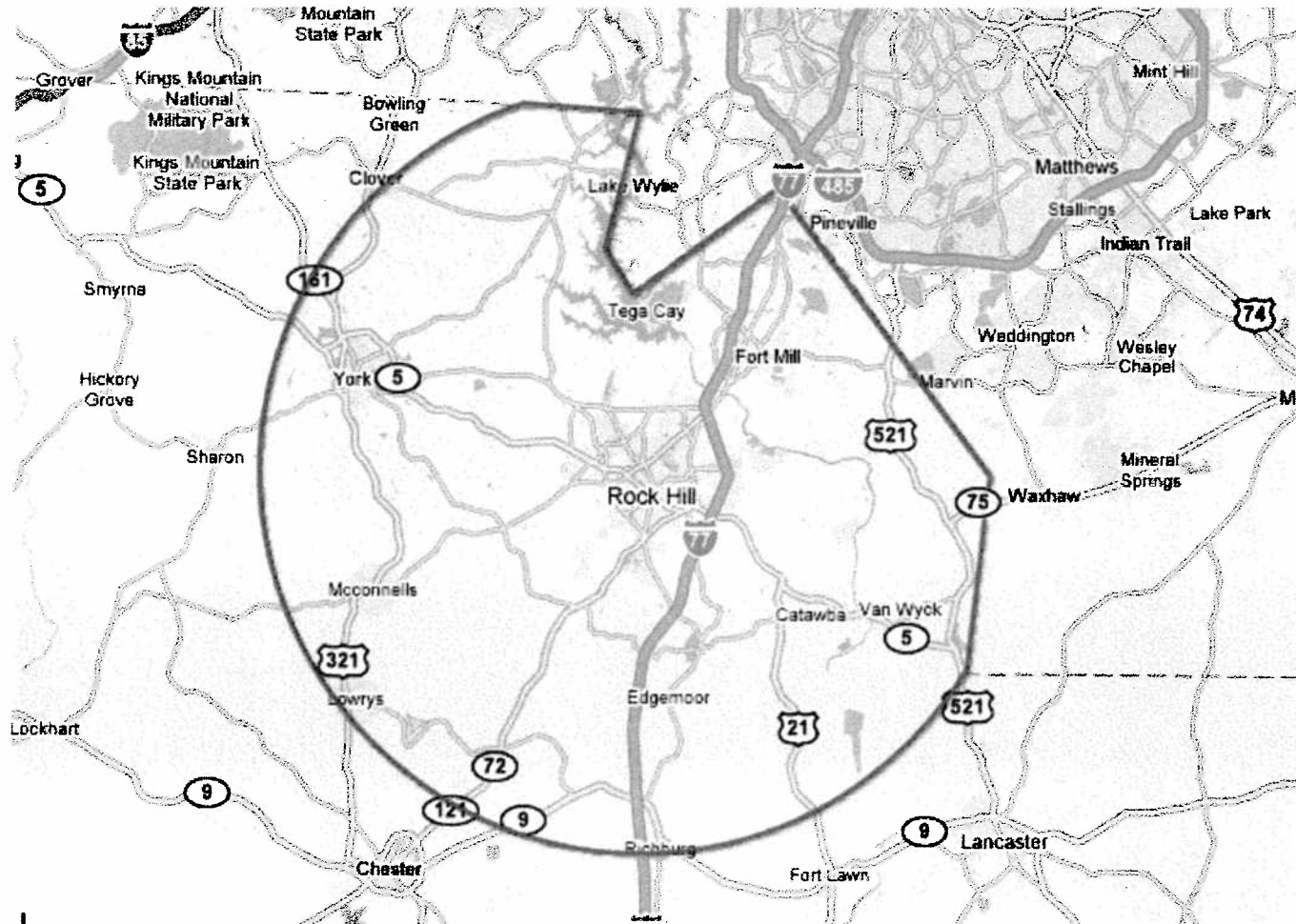
TERM OF LEASE: Five years with one five year option at stated rates  
STANDARD STATE LEASE MUST BE USED

EXPECTED OCCUPANCY DATE: As soon as possible

PARKING REQUIREMENTS: Parking to accommodate 29 employees and a minimum of 60 customers. Parking lot must meet ADA required accessibility to the building.

SPECIAL NEEDS REQUIRED: PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE  
MUST MEET ZONING REQUIREMENT FOR PROPOSED USE  
ECONOMICAL AND EFFICIENT SPACE UTILIZATION. (See Attached)

SPECIAL REQUIREMENTS: One customer lobby/reception area - 1000 sq. ft. minimum  
Janitorial closet 50 sq. ft. minimum  
Area on grounds sufficient to accommodate parallel parking course (approx. 175 sq. ft. min.)  
All restrooms conforming to ADA requirements  
Outside security lighting system. Facility should reflect the basic design layout attached  
Designated are to accommodate five (5) knowledge testing machines (approx. 110 sq. ft. min.)



## ATTACHMENT B FLOOR PLAN (S)

The floor plan in this attachment represents the IRMO/Ballentine FO office. The numbered positions correspond to the PCs in Attachments C and F.

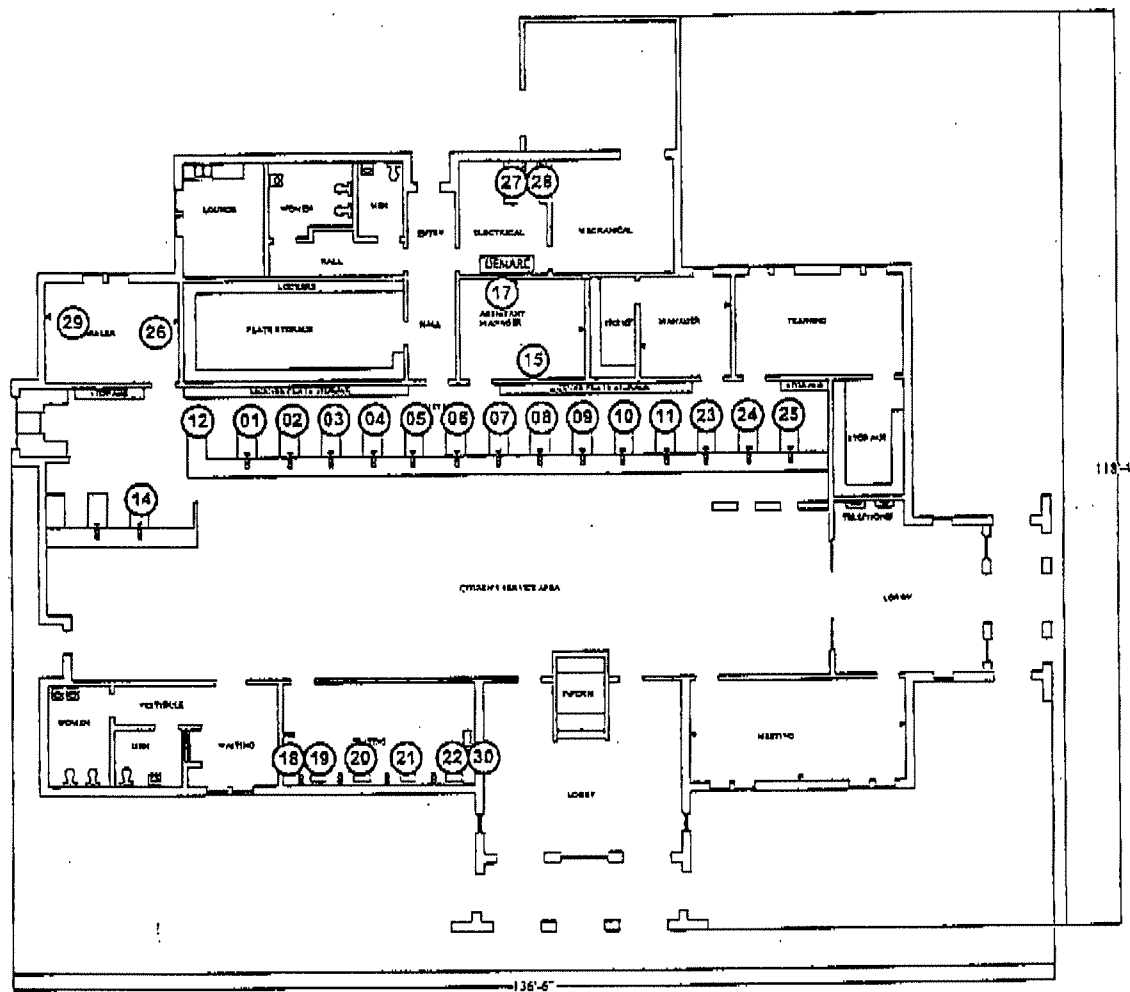


Figure B-1: Irmo-Ballentine Field Office

layout  
similar to